

## University Staff Council Meeting Agenda

Tuesday, July 18, 2023

8:45 - 10:45 am

General Services Center Room 101 B&C

I. Call to Order: Sarah Franke

II. Roll Call of Members

Sharon Alderete, Lori Bienski, Cindy Billington, Gloria Brecht, Sandra Church, Carria Collins, Kari DeStefano, Sarah Franke, Catherine Halverson, Erin Hinojosa, Kelli Isaacks, Katelynn Kellogg, Kat McLelland, Marcos Mendez, Kaitlyn Middlebrooks, Hope Mireles, Kam Milton, Martha Parker, Clint Patterson, LaTia Wilson, Tracey Posey, Pam Praesel, Katie St. Clair, Stephanie Thompson, Bree Wright, Tamra Young, Tracy Young

Members Absent: Agatha Alonso, BB Barron-Gaytan, Jennifer Bradford, Michelle Brown-Link, Brittany Ramsey, Crystal Riles, Juan Rodriguez, Robin Williamson, Sally Yang, Mo Younes

III. Approval of Minutes

- May 2023 minutes approved.
- Motion: Sharon Alderete
- 2<sup>nd</sup>: Catherine Halverson

June 2023 minutes will be approved at the August meeting

IV. Treasurer's Report - Carria Collins

Monthly Operations Balance- \$6,543.23

Professional Development- -\$325.17

Engagement Conference- \$15,000.00

Expenses

Kolache Rolf's- \$112.03

4Imprint, Inc- Cavender- \$213.14

Mail Services- \$2.40

Total Charges- \$327.57

Pending Items

End of Year Recognition Awards- \$1,200.00

Engagement Conference in FY24- \$15,000.00

Quarterly Balances

Beginning Budget Balances: \$25,000

Current Account Balances:

Operations-(02-218930-00000) \$6,543.23

Professional Development-(02-218930-10000) -\$325.17

Engagement Conference-(02-240196-11000) \$15,000

Summary of Expenditures:

- Supplies \$16.95

- Awards/Gifts \$165.46
- Promotional \$2,497.90
- Postal Services \$27.35
- Shirts and Name Badges \$107.60
- Room Rental for Fall 2022 \$200.00
- TAMU Parking Permit \$84.00
- Refreshments \$682.68

Total Charges:     \$3,839.94    

Total Credits:     -\$58.00    

Future or Pending Budget Items:

- End of Year Recognition Awards – Certificates, plaques and printing costs –
- Request for Funds - ~\$1,200.00
- Engagement Conference in FY24 - \$15,000

#### V. Update from Meeting with Vice President of Human Resources - Sarah Franke

- Technology updates coming for the GSC rooms. Equipment has been on backorder.
- Staff Emergency Fund and the actions taken to raise money for the balance as it's getting low.
  - Having a scavenger hunt for staff, donating is one of the items on the list to help with raising funds.
- Working on the 5K/10K for the Spring as a fundraiser for SEF
- HROE doing salary studies and uniformities for titles across campus.
- There will be a merit pool this year but won't have any more details until after the August Board of Regents Meeting.
- The COMMUNITY Conference previously scheduled for May was postponed, but we are working to determine if the funds allocated can be used for other staff development opportunities.

#### VI. USC Staff Inquiries - LaTia Wilson

- We have rolled out a new SharePoint form to receive inquiries from staff to University Staff Council.
- Have received Profit Share ideas.
- Suggestions to facilitate distribution of our newsletter to Qatar.

#### VII. USC Committees Updates

1. Branch Campus Committee - Tracey Posey/Stephanie Thompson
  - a. Still discussing communication within the campus and how to improve branch campus communication.
  - b. HUB HR representatives embedded in branch campus locations cannot help all branch campus staff (those reporting to a centralized operations group). This has proven very frustrating for staff on branch campuses.
  - c. Continuing to monitor progress on improved Emergency Alert systems
2. Communications & Outreach Committee - Pam Praesel
  - a. Send information that needs to be shared in the newsletter to Pam. Doesn't have to be a full article.
  - b. Featured scavenger hunt. Checklist can be found on the USC Website
3. Elections Committee- Marcos Mendez

- a. Marcos Mendez has been voted in as Vice Chair, LaTia Wilson as Chair
  - b. Retreat in August for both new and current USC representatives
  - c. Still have 7 open seats. We have heard from the majority of units, and they are continuing to solicit nominations and host elections.
4. Inclusion, Equity, and Respect in the Workplace Committee- Sharon Alderete
- a. The proposal to amended the name and mission statement for the committee was revisited. The committee name will be Community Engagement in the Workplace.
  - b. The name and mission statement were approved by a unanimous vote.
5. Professional Development Committee - Erin Hinojosa
- a. Working on setting up Common Grounds speakers for the Fall. If you have any suggestions reach out to Erin Hinojosa.
6. Staff Emergency Fund - Kari Destefano/Tracy Young
- a. 6 applications in July. Approved 3 and denied 3.
  - b. Balance of \$970.00.
  - c. Still waiting on matching funds
7. Work Life and Benefits Committee - Juan Rodriguez
- a. No update
  - b. Aggie Way Engagement- staff miss a Staff Appreciation recognition. The new Aggie Way Engagement will be fully launched in October.
  - c. Will be able to nominate staff to be recognized on their work and projects through the Aggie Way program.

VIII. External Committee Appointments:

- A.** Task Force for Campus Emergencies - Tracey Posey
  - a. No update
- B.** System Employee Benefits Advisory Committee - Juan Rodriguez
  - a. No update
- C.** Transportation Safety Advisory Committee - Tamra Young & Katelynn Kellogg
  - a. No update
- D.** Diversity Operations Committee - Marcos Mendez
  - a. This bill has changed a lot of people's lives. Staff are fearful of losing their jobs. The goal for Dr. McGowan's office is to find places for staff.
  - b. HSI has been moved into Student Activities and the 2 people that worked on that program have been placed in other positions.
- E.** Dining Services Committee - Tracey Posey
  - a. No update
- F.** Facilities Stakeholder Advisory Panel - Robin Williamson

a. No update

**G.** Operations Review Committee - Sarah Franke / Kat McLelland / Sally Yang / Cindy Billington

a. In the process of having the reviews written.

b. Hoping to present to the President in September. The report will be distributed campus-wide.

**H.** Recommendation for Bylaws Amendment

a. What to do in the event that an Executive Officers position is not filled.

b. Katelynn will be sending it out.

**IX.** Adjournment

Motioned: Tracey Posey

2<sup>nd</sup>: Gloria Brecht

**X.** Common Grounds - Ed Pierson - Vice President for Information Technology & Chief Information Officer

Next meeting: August 11, 2023, at Hildebrand Equine Center - Time: TBD